

DEPARTMENT OF THE ARMY  
79th Ordnance Battalion (EOD)  
52d Ordnance Group (EOD)  
Fort Sam Houston, Texas 78234-5000

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DITRIBUTION

SUBJECT: 79th Ordnance Battalion Recurring Reports, LOI 1-3

1. REFERENCES: AR 25-50, AR 623-105, AR 623-205, AR 50-5, DA FORM 3265-R, OI 37-3, OI 75-1, OI 350-1, OI 350-3, LOI 600-85, and LOI 37-1

2. PURPOSE: To establish requirements for recurring reports from subordinate units to 79th Ordnance Battalion (EOD).

3. SCOPE: This LOI is directive in nature and applies to all personnel assigned or attached for duty with the 79th Ordnance Battalion and it's subordinates.

4. RESPONSIBILITIES:

a. Battalion staff will provide guidance for proper completion of reports.

b. Subordinate units are responsible for meeting all reporting requirements and suspenses.

5. REPORTS REQUIRED: See Annex A.

6. REQUIREMENTS: See Annex A.

7. EFFICIENT AND EFFECTIVE!

PATRICK J. KELLY  
LTC, OD  
Commanding

DISTRIBUTION:

A

LOI 1-3, Recurring Reports  
ANNEX A

a. In addition to any reports required by other OIs, LOIs, or Supplements the following reports are required by battalion.

REPORT	FREQ	RDD/79	MEDIA	DIRECT
Budget Rpt (SSSC/GEN SUP/EXP/ NONEXP/ VISA)	Weekly	Last Work Day of Mo	Report	OI 37-3 LOI 37-1
Civ Law Enforcement Support (CLEO)	Qtrly COFF Last work	NLT 1500 2d work following COFF	Memo	OI 75-16
Cdr Weekly Activity Report (WAR)	Weekly	NLT 1200 Friday	Memo Fax/Email	OI 75-1
DAIRS	Weekly	NLT 1200 Wednesday	Email	OI 75-1
DAIRS	Annual	5th work day of Mo foll COFF	Fax/ Email	OI 75-1
Long Range Training Calendar	Annual	1 May	Tng Sched	OI 350-1
Training Schedules	Weekly (4 wks out)	NLT 1200 Thur	Tng Sched	OI 350-1
NCOER Rating Scheme	Upon Change		Memo	AR 635-205
OER Rating Scheme	Upon Change		Memo	AR 635-105
NARCL	Annual	1 Jun	DD2325	AR 50-5

LOI 1-3, Recurring Reports  
ANNEX A

Unit Status Report (USR)	Monthly	15th of the Month	Report	VOCO
Weekly Status Report (WSR)	Weekly	NLT 1200 Wednesday	Fax/ Email	VOCO
Unit Manning Roster (AAA-161)	Monthly	NLT COB 1st work day of Month	Fax	CSM
Urinalysis Report	Qtrly	NLT COB last work day of month	Fax/ Email	LOI 600-85
Maint. Report	Monthly	NLT COB 15th of of month		DA 2406 VOCO
Non-deployable Report	Monthly	NLT COB last day of month	Fax/ Email	OI 1-4
Schools OML	Monthly	NLT COB 1st day of month	Fax/ Email	LOI 350-1
Creds/Pins/Placards inventory	Qtrly	NLT COB last day of JUN & JAN	Fax/ Email	OI 75-3
E4(P) Roster	Monthly	NLT COB 25th day of month	Fax/ Email	Voco

b. The Battalion Commanders signature block is as follows:

Kelly, Patrick J.  
LTC, OD, 79th Ordnance Battalion (EOD), Commander  
Fort Sam Houston, Texas 78234-5056